

How to Make Reservations when Staying in a Hotel for a Conference

This document covers three different scenarios explaining the procedure to make hotel reservations if you are staying at a hotel for a conference.

- Hotel appears in the reservation module.
- Hotel does not come up in the reservation module.
- Reservation has been booked outside of DTS and the CTO needs to be notified about the conference to assist in the CTO quality control process.

Scenario A

- Once you have created the trip overview select “Lodging”.

Logged In As: Elaine Drury Document Name: EDLACKLANDAFB083004_A01 Screen ID: 1068.1

Traveler Name: Elaine Drury Document Type: Authorization

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air **Lodging** Rental Car Rail Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Selected to Edit

\$144.65 → Estimated Total Ticket Cost
→ GSA City Pair

Delta Air Lines Inc. (DL) Flight: **627**

Depart: **SAT-San Antonio, Tx** At **6:30 AM** On **Fri 03-Sep-04**
Arrive: **CVG-Cincinnati, Oh** At **10:09 AM** On **Fri 03-Sep-04**

Confirmation Number:
Ticket Number: See Attached Ticket 2
Status: REQUEST
Seat Selection: -- Select -- [Select Seat](#)

→ OSI-Other Supplementary Information

Trip Summary

Overall Starting Point

Leave From: **RES: ALEXANDRIA, VA** [Edit](#)
Leave: 30-Aug-04

Location 1: LACKLAND AFB, TX

Leave From: **RES: ALEXANDRIA, VA** [Edit](#)
TDY/TAD Loc: **LACKLAND AFB, TX**
Arrive: 30-Aug-04
Leave: 03-Sep-04

Carrier/Flight: Delta Air Lines Inc. (DL) 4195 [Edit](#)
Depart: 1220 - 30-Aug-04 - DCA-Washington, Dc (Usa) [Remove](#)
(National Apt)
Arrive: 1433 - 30-Aug-04 - DFW-

- In the “Required Search Criteria” section, select the “Select by hotel name” option. Enter the name of the hotel where the conference is located in the “Hotel Name” field. If the “City” field is automatically populated with a military base, you will need to change this to the city where the hotel is located. Then select “Search Accommodations”.

Lodging

Use this screen to request your lodging.

* Check-In Date: 08/30/2004 (mm/dd/yyyy) [Calendar](#)
* Check-Out Date: 09/03/2004 (mm/dd/yyyy) [Calendar](#)

Required Search Criteria

Please Note: A **Red Star** (*) indicates a required field.

☒ Select by hotel name
☐ Near an airport
☐ Near a city

*Hotel Name: Econo lodg
*City: San Antonio
State: TX
*Country: United States
*Distance: 10 (miles)

[Search Accommodations](#)

Trip Summary

Overall Starting Point

Leave From: **RES: ALEXANDRIA, VA** [Edit](#)
Leave: 30-Aug-04

Location 1: LACKLAND AFB, TX

Leave From: **RES: ALEXANDRIA, VA** [Edit](#)
TDY/TAD Loc: **LACKLAND AFB, TX**
Arrive: 30-Aug-04
Leave: 03-Sep-04

Overall Ending Point

Leave From: **LACKLAND AFB, TX** [Edit](#)
Return Loc: **RES: ALEXANDRIA, VA**
Arrive: 03-Sep-04

Screen Shots that appear within this document are a snap shot in time, as changes are made to the system the screen shots may become outdated. A printed version of this document is an uncontrolled copy. Please continue to check the DTS Travel Center website for updates.

3. If the hotel where the conference is located appears in the list in DTS, choose that hotel by clicking the “Hotel Info & Pricing” button next to the correct hotel. If the hotel you are searching for does not appear on the list, please skip to Scenario B.

Lodging

Use this screen to request your lodging.

* Check-In Date: 08/30/2004 (mm/dd/yyyy)

* Check-Out Date: 09/03/2004 (mm/dd/yyyy)

Required Search Criteria

Please Note: A Red Star (*) indicates a required field.

☒ Select by hotel name

☐ Near an airport

☐ Near a city

*Hotel Name: Econo lodge

*City: SAT-San Antonio

Lodging

Select an accommodation from the options below.

Lodging Per Diem Allowed: \$91.00

Military Lodging may be available in : LACKLAND AFB-TEXAS

Econo Lodge [Hotel Info & Pricing](#)

6023 Ih 10 Westl-10 & Vance Johnson Rd
San Antonio, TX 78201
Phn: 210/737-1855
Fax: 210/737-6111

Rate Range
38.21 - 50.95
FEMA Approved

Econo Lodge Ingram Park [Hotel Info & Pricing](#)

6360 NW Loop 410
San Antonio, TX 78238
Phn: 210/647-8000
Fax: 210/681-6118

Rate Range
53.99 - 65.99
FEMA Approved

4. After the accommodation has been selected, go to the “If necessary, add comments to travel agent” field and enter your comments. Acknowledge that you are staying at the hotel for a conference, reference the conference name and any discount codes that may be associated with the conference. Then click “Save Selected Accommodations”.

Econo Lodge

No Image Available

Econo Lodge
6023 Ih 10 Westl-10 & Vance Johnson Rd
San Antonio, TX 78201

Phone: 210/737-1855
Fax: 210/737-6111
Toll Free: 800/553-2666
Web Site: www.econolodge.com
FEMA Approved

[View Additional Hotel Information](#)
[OSI-Other Supplementary Information](#)

Lodging Per Diem Allowed: \$91.00

No room availability information for this hotel.

+ Check-In Time: 1300

+ Check-Out Time: 0900

If necessary, add comments to the travel agent:

I am attending a security conference held by the NSA at this hotel. The discount code is SC456. It is absolutely necessary that I stay at this hotel.

[Find Different Accommodations](#) [Save Selected Accommodations](#)


Overall Ending Point

Leave From: LACKLAND AFB, TX [Edit](#)

Return Loc: RES: ALEXANDRIA, VA

Arrive: 03-Sep-04

5. Note: The comments have been in DTS saved.

Accommodations Saved		
Econo Lodge  <div> <p>Econo Lodge 6023 Ih 10 Westl-10 & Vanc SAN ANTONIO, TX 78201</p> <p>Phone: 210/737-1855 Fax: 210/737-6111 Toll Free: 800/553-2666 Web Site: www.econolodge.com FEMA Approved</p> <p>View Additional Hotel Information</p> </div>		
Lodging Per Diem Allowed: \$91.00		
<p>2 DOUBLE BEDS/NO SMOKING/CABLE TV/HBO /COMPUTER HOOKUP/RADIO-ALARM CLOCK</p> <p>Room Rates: \$40.00 / night 17.00% Tax</p> <p>Total Room & Tax \$46.80 / night excluding additional fees.</p> <p>Check-In Time: 1300</p> <p>Check-Out Time: 0900</p> <p>Comments to the Travel Agent: I am attending a security conference at this hotel held by the NSA. The discount code is DC456. It is absolutely necessary that I stay at this hotel.</p> <p>Find Next Accommodations</p>		

Arrive:	30-Aug-04	
Leave:	03-Sep-04	
Lodging:	Econo Lodge	Edit
Check-In:	30-Aug-04	Remove
Check-Out:	03-Sep-04	
Overall Ending Point		
Leave From:	LACKLAND AFB, TX	Edit
Return Loc:	RES: ALEXANDRIA, VA	
Arrive:	03-Sep-04	

Scenario B

1. If the hotel where the conference is located is not in DTS you will receive following message. Click on “Request Assistance in Booking Lodging”.

Use this screen to request your lodging.

* Check-In Date: 08/30/2004 (mm/dd/yyyy)

* Check-Out Date: 09/03/2004 (mm/dd/yyyy)

Required Search Criteria

Please Note: A Red Star (*) indicates a required field.

☒ Select by hotel name
☐ Near an airport
☐ Near a city

*Hotel Name: budget

*City: SAT-San Antonio

State: TX-Texas

*Country: US-United States

Select an accommodation from the options below.

Lodging Per Diem Allowed: \$91.00

Military Lodging may be available in : LACKLAND AFB-TEXAS

No hotels were returned for the given search criteria.
Please review the search criteria or expand the search distance and try again.

If travel agent assistance is required, click on the button "Request Assistance in Booking Lodging". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Lodging](#)

2. Enter your request in the “If necessary, add comments to the travel agent” field. Then click “Save Selected Accommodations”. Make sure to include the Hotel name and address, conference name and discount code.

Logged In As: Elaine Drury Document Name: EDLACKLANDAFB083004_A05 Screen ID: 1050.1 [Close Window](#)
 Traveler Name: Elaine Drury Document Type: Authorization [Help for this screen](#)

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Air Lodging Rental Car Rail Other Trans.

Lodging

Use this screen to save the selected accommodations.

TDY/TAD Location: LACKLAND AFB, TX
 Check-In Date: 30-Aug-04
 Check-Out Date: 03-Sep-04

No Accommodations Selected

NOTE: Selecting this option will require manual intervention by the travel agent. Additional handling fees may apply.

Lodging Per Diem Allowed: \$91.00

If necessary, add comments to the travel agent:

Traveler requests assistance in booking lodging in LACKLAND AFB, TX from 30-Aug-04 to 03-Sep-04. I need to stay at the Budget hotel on 123 Riverwalk. Conference held by NSA. Discount code Dc456.

[Find Different Accommodations](#) [Save Selected Accommodations](#)

Trip Summary

Overall Starting Point

Leave From: RES: ALEXANDRIA, VA Edit
 Leave: 30-Aug-04

Location 1: LACKLAND AFB, TX

Leave From: RES: ALEXANDRIA, VA Edit
 TDY/TAD Loc: LACKLAND AFB, TX
 Arrive: 30-Aug-04
 Leave: 03-Sep-04

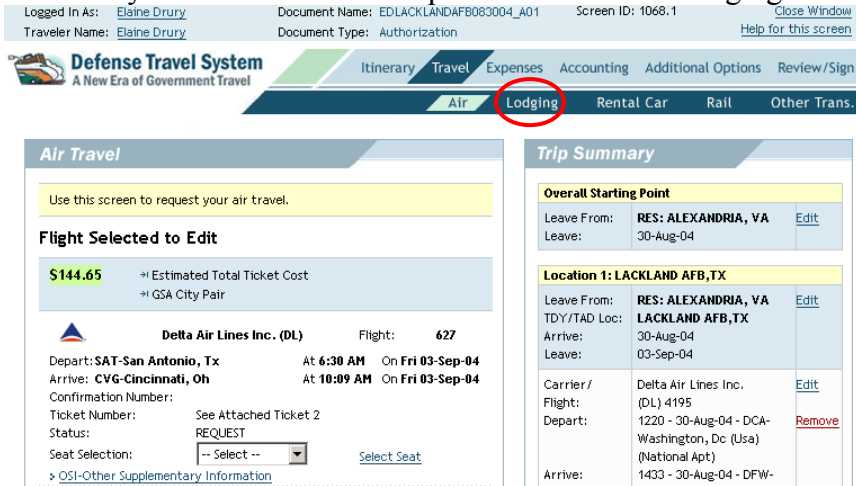
Overall Ending Point

Leave From: LACKLAND AFB, TX Edit
 Return Loc: RES: ALEXANDRIA, VA
 Arrive: 03-Sep-04

Scenario C

If the reservation has been made outside of DTS, the CTO must be notified. This needs to be done to assist in the CTOs quality control process.

1. Once you have created the trip overview select “Lodging”.



Logged In As: Elaine Drury Document Name: EDLACKLANDAFB083004_A01 Screen ID: 1068.1 Close Window
 Traveler Name: Elaine Drury Document Type: Authorization Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air **Lodging** Rental Car Rail Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Selected to Edit

\$144.65 +1 Estimated Total Ticket Cost
 +1 GSA City Pair

Delta Air Lines Inc. (DL) Flight: **627**

Depart: **SAT-San Antonio, Tx** At **6:30 AM** On **Fri 03-Sep-04**
 Arrive: **CVG-Cincinnati, Oh** At **10:09 AM** On **Fri 03-Sep-04**

Confirmation Number:
 Ticket Number: See Attached Ticket 2
 Status: REQUEST
 Seat Selection: -- Select -- [Select Seat](#)

> OSI-Other Supplementary Information

Trip Summary

Overall Starting Point

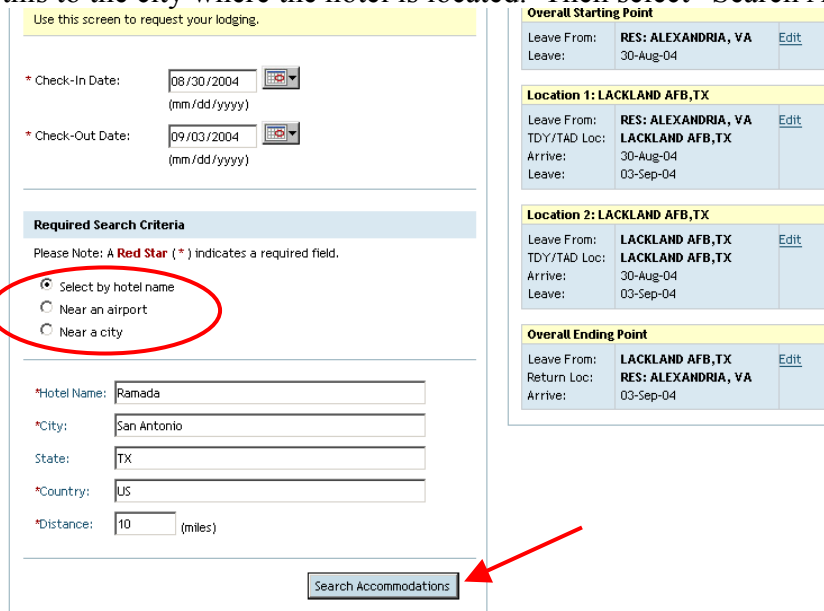
Leave From: **RES: ALEXANDRIA, VA** Edit
 Leave: 30-Aug-04

Location 1: LACKLAND AFB, TX

Leave From: **RES: ALEXANDRIA, VA** Edit
 TDY/TAD Loc: **LACKLAND AFB, TX**
 Arrive: 30-Aug-04
 Leave: 03-Sep-04

Carrier/Flight: Delta Air Lines Inc. (DL) 4195
 Depart: 1220 - 30-Aug-04 - DCA-Washington, Dc (Usa) Remove
 (National Apt)
 Arrive: 1433 - 30-Aug-04 - DFW-

2. In the “Required Search Criteria” section, select the “Select by hotel name” option. In the “Hotel Name” field enter the name of the hotel where conference is located. If the “City” field is automatically populated with a military base, you will need to change this to the city where the hotel is located. Then select “Search Accommodations.”



Use this screen to request your lodging.

* Check-In Date: 08/30/2004 (mm/dd/yyyy)
 * Check-Out Date: 09/03/2004 (mm/dd/yyyy)

Required Search Criteria

Please Note: A Red Star (*) indicates a required field.

☒ Select by hotel name
☐ Near an airport
☐ Near a city

*Hotel Name: Ramada
 *City: San Antonio
 State: TX
 *Country: US
 *Distance: 10 (miles)

[Search Accommodations](#)

Overall Starting Point

Leave From: **RES: ALEXANDRIA, VA** Edit
 Leave: 30-Aug-04

Location 1: LACKLAND AFB, TX

Leave From: **RES: ALEXANDRIA, VA** Edit
 TDY/TAD Loc: **LACKLAND AFB, TX**
 Arrive: 30-Aug-04
 Leave: 03-Sep-04

Location 2: LACKLAND AFB, TX

Leave From: **LACKLAND AFB, TX** Edit
 TDY/TAD Loc: **LACKLAND AFB, TX**
 Arrive: 30-Aug-04
 Leave: 03-Sep-04

Overall Ending Point

Leave From: **LACKLAND AFB, TX** Edit
 Return Loc: **RES: ALEXANDRIA, VA**
 Arrive: 03-Sep-04

3. When the results are received, scroll to the end of the hotel choices and click on “Request Assistance in Booking Lodging”. (Do not select “Hotel Info & Pricing”).

☒ Select by hotel name
☐ Near an airport
☐ Near a city

*Hotel Name:
 *City:
 State:
 *Country:
 *Distance: (miles)

Ramada Limited

9447 I-10 W
 San Antonio, TX 78230
 Phn: 210/558-9070
 Fax: 210/558-4604

Rate Range
\$9.99 - \$4.00
 FEMA Approved

Ramada Limited

1122 S Laredo St
 San Antonio, TX 78204
 Phn: 210/229-1133
 Fax: 210/229-1023

Rate Range
\$2.10 - \$9.00

If travel agent assistance is required, click on the button "Request Assistance in Booking Lodging". NOTE: Additional travel agent handling fees may apply.

4. Then enter your reservation information in the “If necessary, add comments to the travel agent” field. Select “Save Selected Accommodations”. Make sure to include the Hotel name and address, conference name and discount code.

Lodging

Use this screen to save the selected accommodations.

TDY/TAD Location: LACKLAND AFB, TX
 Check-In Date: 30-Aug-04
 Check-Out Date: 03-Sep-04

No Accommodations Selected

NOTE: Selecting this option will require manual intervention by the travel agent. Additional handling fees may apply.

Lodging Per Diem Allowed: \$91.00

If necessary, add comments to the travel agent:

Traveler requests assistance in booking lodging in LACKLAND AFB, TX from 30-Aug-04 to 03-Sep-04. I have already made reservations at the Ramada Inn on Broadway St. I had to make the reservation outside of DTS due to a National Security Conference I am attending.

Trip Summary

Overall Starting Point

Leave From: RES: ALEXANDRIA, VA
 Leave: 30-Aug-04

Location 1: LACKLAND AFB, TX

Leave From: RES: ALEXANDRIA, VA
 TDY/TAD Loc: LACKLAND AFB, TX
 Arrive: 30-Aug-04
 Leave: 03-Sep-04

Location 2: LACKLAND AFB, TX

Leave From: LACKLAND AFB, TX
 TDY/TAD Loc: LACKLAND AFB, TX
 Arrive: 30-Aug-04
 Leave: 03-Sep-04

Overall Ending Point

Leave From: LACKLAND AFB, TX
 Return Loc: RES: ALEXANDRIA, VA
 Arrive: 03-Sep-04